

## **MVAC OCTOBER 10, 2001 MEETING MINUTES**

The meeting was held on October 10, 2001 at State Fleet Management. The meeting was started at 9:07 a.m., by Ken Schuler. Attendance was taken on the sign in sheet at the door.

Introductions were made around the room. The announcement was made that Ken Schuler will be leaving State Fleet Management as of October 31, 2001. He will be taking a position downtown.

Vehicle Coordinator's Manual – The Vehicle Coordinator's Manual is finished and was handed out to everyone in attendance. Please call or email if you have any questions. SFM is asking the Vehicle Coordinators to complete the page at the end of the manual and return to SFM. SFM is in the process of putting the manual on the web page.

Accidents – Discussion on handout, 2002 Accidents Net Cost by Fault (attached). Super Glass is now fixing windshields on a regular basis per agency. This has cut the windshield replacement cost in ½ on the downtown motor pool vehicles.

CARS - SFM is in the process of sending out a new release of CARS with upgrades.

Voyager – SFM is working with Voyager regarding the monthly food purchase report. Several transaction come back as a food purchase, this is usually a coding problem on the vendors side.

JBC/OSPB – SFM is working with the analyst to reconcile FY 02/03. Recommend replacing 597 vehicles for FY 03 and 582 vehicles will be replaced for FY 02.

Replacements – The awards will be in soon. There has been a good response this year, alternate fuel along with regular fuel. The awards will be delivered to Purchasing by 11/1/01.

Registrations – DOR met with SFM regarding linking the two systems together and comparing data. SFM did a demonstration on the CARS program for DOR.

DOR is still working on trying to correct the addresses. DOR would like to set up a unique registration renewal month for each agency to benefit the Auto Renew Program. There was a question as to whether the State can have permanent plates. This would take a statutory change.

Preventive Maintenance – The new version of CARS will have an updated preventive maintenance schedule. The schedules will be determined by age, use and manufacturers recommendations for the vehicle.

Ford Motor Company will no longer be sending recall notices to SFM, they will go directly to the Vehicle Coordinator. Ford will send SFM a spreadsheet once a month for verification.

GM is attempting to come out with a program like Ford Fleet Care.

Seasonal Issues – The sub-committee is taking a proactive approach for seasonal vehicles. The committee consists of representatives from DOT, DOW, Parks, CU – Colorado Springs, CU – Boulder and CSU. The demand is greater than the supply, vehicles are being kept longer and the quality of safe vehicles is fewer. The committee is working on alternatives. SFM asks that a list of seasonal needs be turned in by the end of the year. SFM will fill orders as vehicles are turned in. SFM will need justification for Delayed Turn-in vehicles.

Old Issues – There was discussion on allowing more time to return the Vehicle Identification Sheets to SFM. Some agencies will need at least three weeks.

New Issues – State Surplus has a web site that agencies can view to obtain larger vehicles and heavy equipment. [www.cijvp.com](http://www.cijvp.com).

SFM had a Ford F150 propane truck that could be viewed and test-driven.

Meeting adjourned at 10:05 a.m.

The next MVAC meeting will be held on November 14, 2001 at 9:00 a.m. The meeting will be at the North Denver Community College, 6221 Downing Street, in the Daycare Room. (Building on the east side of State Fleet Management)